

Goffstown Public Library Board of Trustees
Minutes
February 17, 2020 Goffstown Remote Meeting via Webex

1. Call to Order at 6:30pm -Silence Phones

Members present: Aimee Huntemann (Chair), Samantha Homan (Vice-Chair), Aimee Gaudette, Diane Hebert, Kathy Holt (left 9:28pm due to technical difficulties), Kathy Coughlin, Richard Manzo

Also present: Dianne Hathaway (Library Director), Jason LaCombe (SMP), Fred Moch (McFarland Johnson), Jeff Parks (Bauen), Don Descoteaux, Kelly Boyer (Select Board Representative, joined at 6:50pm), Myriam Resnick (Minute Taker)

2. Public Comment/Guest Speakers/Correspondence

- Prior to Roll Call Chair Aimee Huntemann read the following Right-to-Know Law Remote Meeting checklist:

Town of Goffstown

Right-to-Know Law Meeting Checklist

As Chair of the Library Board of Trustees, due to the COVID-19 Outbreak and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;

The Library Board of Trustees is utilizing a telephone conference line for this electronic meeting. The public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following telephone number 1-408-418-9388 and using the access code: 132 230 2945, following any other instructions.

b) Providing public notice of the necessary information for accessing the meeting;

The Library previously gave notice to the public of how to access the meeting using the available telephone number with the posted agenda.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;

If anybody has a problem with telephone access, please call (603) 497-2102.

d) Adjourning the meeting if the public is unable to access the meeting.

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote. Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

- Presentation by McFarland Johnson, SMP and Bauen Corporation
 - Jason LaCombe presents a total budget of \$5,996,542 for the 2022 construction if the library expansion gets approved. This budget includes, furniture, fixtures and equipment, construction with a built-in 3% escalation contingency, soft cost (owner contingency, permits, fees).
 - The built-in contingency covers the potential for parts of the project being pushed back into 2023 and items not included. The contingency is set at a conservative rate.
 - The land cost (surveying, etc.) is included in the 2021 budget of \$95,000.
 - The fundraising and marketing consultant is only budgeted for 2021. A contingency should be added if they are still needed through 2022 or longer.
 - No permit fees are estimated as most towns will waive these fees for their town building project.
 - There is no landscaping budget as grass and basic recovery of the disturbed areas is included in the construction total.
 - Is the moving budget enough to cover specialty items that may have to be moved off site?
 - There is no budget for equipment yet. This will be corrected.
 - Jason LaCombe will send the final square footage and usable space to Dianne Hathaway.
 - Jeff Parks contacted multiple subcontractors to assist with this budget and discussed it with Fred Moch and Jason LaCombe. The current estimate is in line with the cost of comparable projects with the addition of contingencies.
 - For utility access some road construction may be necessary.
 - Some blasting might be necessary depending on the geothermal survey.
 - A sewer line will be moved for the utility basement.
 - Unsuitable material removal including asbestos and lead paint is not included in the budget.
 - To get the project through in the scheduled time frame, the marketing and fundraising needs to start as soon as possible. The Board should begin preparation for the hiring process of the fundraising consultant and marketing manager as to get them hired as soon as possible upon approval of the warrant article.
 - Once the warrant article is approved the surveys should be started.
 - All Trustees are asked to send their notes and questions about the budget to Aimee Huntemann and Dianne Hathaway by Wednesday, February 24, 2021.
 - Dianne Hathaway will look into ideas and recommendations for the marketing consultant and fundraising managers as well as Geotech surveys.
 - Aimee Huntemann and Kathy Coughlin will work on the Request for Proposal.

3. Chairperson's Report

- Town Elections will take place on Tuesday, March 9, 2021.
- All Trustees were reminded that even if a meeting is held non-public it still needs to be started and ended in a public session.

4. Acceptance of Minutes

- Minutes for 1/20/2021.
Motion to accept minutes by Diane Hebert, Seconded by Samantha Homan.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Aimee Gaudette – Yes, Diane Hebert – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes.
Aye: 6, Nay: 0, Abstain: 1.

5. Acceptance of Donations

- Acceptance of \$250.00 from Karen Cornelius, in honor of Kathy Coughlin. No restrictions.
Motion to accept donations by Kathy Coughlin, Seconded by Samantha Homan.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Aimee Gaudette – Yes, Diane Hebert – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes, Richard Manzo – Yes.
Aye: 7, Nay: 0, Abstain: 0.

6. Financial Report: Monthly Manifest, Bank Statements, Treasurer's Report and Signatures

- Aimee Huntemann signed a reimbursement check to Ellen Podgorski for \$13.88.
- Aimee Huntemann signed a reimbursement check to David Arndt for \$10.00.
- Aimee Huntemann signed a check for invoice #6 from McFarland Johnson for \$16,414.00.

7. Other Reports

a. Library Director's Report

- One member of staff resigned. This extends the staff shortage. Aimee Huntemann will reach out to schedule a potential exit interview.
- Dianne Hathaway is holding off on hiring of new pages as there is no capacity for training.
- The staff training day about change and resiliency on Monday, February 15, 2021 went well.
- A full reopen is planned for June 2021. At that point, the library is planned to be fully staffed again.

b. Administration and Finance Committee Report

- A&F reviewed 7 policies and voted to recommend them to the LBOT for approval.
- A&F reviewed the Policy Matrix and recommend changing the review cycle for 9 policies and removal of Merit Policy to the LBOT for approval.
- A&F discussed preparations for the Town Deliberative Session.

c. Buildings and Facilities Committee Report

- Dark Fiber was merged with the town's dark fiber the week of January 25th.
- Dianne Hathaway is working with IT to gain access to the public meeting features in Teams for future board meetings.
- B&F will be keeping a list of Building Committee candidates to engage closer to the committee start date. Please forward any suggestions to Samantha Homan.

d. Human Resources Committee Report

- HR discussed results of the Director's Evaluation in nonpublic session.

e. Friends of the Library Update

- Beautification Day is scheduled for Saturday, May 15th, 9 am-11 am.
- Friends approved \$1,000 for the annual summer experience for concerts and programs.
- They received many generous donations at the end of 2020.

f. Foundation:

- They did not meet due to a conflict with the Town Deliberative Session being moved to the same day because of snow.

8. Report on Meetings of Note: Diane Hebert (Next Month: Kathy Holt)

- February 8, 2021 Select Board meeting: The library public input session was mentioned.
- The Town Deliberative Session included a presentation of the library's warrant article.

9. Old Business

a. COVID-19 Update

- The library does not quarantine returned materials anymore. This decision is based on data suggesting that the virus does not survive long enough on surfaces to make the quarantine necessary. Staff agreed to this decision.

b. Town Deliberative Session update.

- Kelly Boyer spoke for the library.
- There were no questions, and the warrant article was approved.

c. Community Forum Review.

- The forum went well.
- The video is on the website.

10. New Business

a. Discussion of 7 A&F policies (Circulation, Law Enforcement Requests, Rights and Responsibilities of the Cardholder, Programming, Social Software, Unattended Children and Reference) and vote.

- In all documents the term “patron” is being changed to “visitor” or “cardholder” to include library users that are not cardholders where appropriate. This needs to be checked on all documents.
- The Reference Policy includes guidelines for staff that are also in the staff manual. This is to show visitors what to expect.
- The term “organized political activity” will be changed to “political activity” on the Social Software Policy.
- In the Rights and Responsibilities of the cardholder fees were still mentioned. As Goffstown Public Library does not charge fees anymore this pertains to the fiscal responsibility for materials from other GMILCS libraries and fees incurred prior to this change.
- In the Unattended Children Policy the duplication of the term “in loco parentis” by its translation was discussed but not removed.

Motion to accept policies as revised by Kathy Coughlin, Seconded by Samantha Homan.

Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Aimee Gaudette – Yes, Diane Hebert – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes, Richard Manzo – Yes.

Aye: 7, Nay: 0, Abstain: 0.

b. Discussion of Policy Matrix changes and vote.

- Volunteer, Law Enforcement Requests & Public Posting move to 5 years.
- Visitor Behavior, Unattended Children & Social Software move to 3 years.
- Cardholder Rights and Responsibilities & Deaccessioning and Receiving Gifts move to 2 years.
- Merit is removed from the matrix as it is now in the Personnel Manual.
- All these changes were agreed upon by the Board. A vote was not necessary.

c. Board Self-Evaluation gets sent out.

d. Items for Monthly Executive Report.

- Board received a budget presentation by McFarland Johnson, SMP and Bauen.
- Acceptance of a donation.
- The Board approved policy changes.

11. ‘Parking Lot’

- Statistics Breakdown
- Alternate Recruitment

12. Non-Public Session per RSA 91-A:3, II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

- Motion to enter non-public session at 8:04pm by Kathy Holt, Seconded by Aimee Huntemann.

Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes.

Aye: 4, Nay: 0, Abstain: 0.

- Return to public session at 9:22pm
- Motion to indefinitely seal the non-public minutes by Kathy Coughlin, Seconded by Samantha Homan.

Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Kathy Coughlin – Yes, Aimee Gaudette – Yes, Diane Hebert – Yes, Richard Manzo – Yes.

Aye: 6, Nay: 0, Abstain: 0.

13. Adjournment at 9:25pm

I certify that these minutes reflect the contents of this meeting to the best of my abilities.



(Myriam Resnick, Minute Taker)

Action Items

- All Trustees are asked to send their notes and questions about the budget to Aimee Huntemann and Dianne Hathaway by Wednesday, February 24, 2021.
- Please forward any suggestions for building committee candidates to Samantha Homan.
- Dianne Hathaway will review all policies for the terms “patron”, “cardholder” and “visitor”.